

*History File,  
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~~CONFIDENTIAL~~

27 April 1965

MEMORANDUM FOR : Training Officers of the Agency  
FROM : Registrar, Office of Training  
SUBJECT : OTR's Weekly Registration Summary

1. The attached weekly registration summary has served for many years as the Registrar's way of informing the Chiefs of OTR's Schools and their instructors of the numbers of employees who have applied for OTR's courses. Since the listing is a six-week projection of registrations, both chiefs and instructors have found it not only informative but also useful, particularly if they are involved in decisions to limit enrollments or to take action to increase attendance. Except for courses shown for the immediate next week, the numbers in the summary represent only registrations.

2. In response to a proposal to extend dissemination of the registration summary to Training Officers, the Admissions and Information Branch will mail your copy for delivery to your office by noon on each Thursday. We hope the information will be useful to you; please tell us if you think otherwise. If we don't hear from you, we will conclude favorable acceptance and will keep you on our mailing list.

3. Please call  extension  or call me, extension  to discuss matters that relate to your receiving the summary or to discuss information in it.

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